

ROBERT P. TAKUSHI

LLOYD I. UNEBASAMI

STATE OF HAWAII DEPARTMENT OF ACCOUNTING AND GENERAL SERVICES

P.O. BOX 119 HONOLULU. HAWAII 96810-0119

AUG 24. 1994

COMPTROLLER'S MEMORANDUM NO. 1994-25

TO:

Heads of Departments

ATTN:

Administrative and Fiscal Officers

FROM:

Robert P. Takushi, Comptroller

SUBJECT:

Revised MOTOR VEHICLE INSURANCE DEDUCTION AUTHORIZATION,

SAFORM D-62

This is to inform departments that a revised Motor Vehicle Insurance Deduction Authorization, SAFORM D-62 was revised as of July 1, 1994. The new form will be available from the State Procurement Office (formerly DAGS, Central Purchasing) starting September 15, 1994. The remaining quantities of the old form may be used for transactions submitted through December 16, 1994. For any transaction submitted after that date, departments and agencies will be required to use the new form.

Attached for your information is a sample copy of the revised form with the specific changes described below:

1. Added the following on the right side of the block that indicates the initial monthly deduction amount:

"EFFECTIVE DATE __/__/_"

2. Changed revision date to July 1, 1994 (REVISED).

Should there be any questions regarding this memorandum, please call Dona Kang of our Systems Accounting Branch at 586-0610.

ROBERT P. TAKUSHI

Comptroller

Attachment

FILL OUT FORM WITH REQUIRED INFORMATION COMPLETELY (USE TYPEWRITER, OR PRINT WITH BALL POINT PEN WITH HEAVY IMPRESSION) STATE OF HAWAII MOTOR VEHICLE INSURANCE DEDUCTION AUTHORIZATION SID-ONIGINE OF School Security No. Light Normal 15-38 WITH SIDE OF HAWAII 15-38 LIGHT NORMAL 15-3			PAC	IFIC BUSINESS !	FORMS (805) 587-1717					
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